



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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In Reply Refer To:
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December 13, 2006

Instruction Memorandum No. WY-2007-004
Expires: 09/30/ 2008

To: All Employees
From: Associate State Director
Subject: Fiscal Year 2007 Deadlines for Submission of WY Purchase Requisitions

Program Area: Acquisition.

Purpose: In coordination with the National Business Center, this IM establishes

FY 2007 deadlines for submission of WY purchase requests. These deadlines will ensure that State Office and Zone Procurement Staff have the necessary time required to provide quality and timely service. This IM also establishes the deadlines for submitting construction contracts that require Wyoming State Office Engineering review. It is recommended that draft contracts be submitted to the State Office Engineering Staff at least three weeks prior to the deadline dates shown below. The State Office will provide the review and comments to the Field Offices within 10 working days from the time the contract is received in the State Office.

Policy/Action: Type of Acquisition:	Deadline	ALT *
Inter-and-Intra Government Orders	5/18/07	4-6 weeks
New Assistance Agreements	5/11/07	7 weeks
Task Orders to existing agreements	6/01/07	4 weeks
Contracts between \$25,000 and \$100,000	5/11/07	7 weeks
Orders against an existing contract-technical & price	5/18/07	6 weeks
8(a) Contract	6/08/07	3 weeks
Purchase Orders between \$2,500 and \$25,000 (Construction and Service)	5/25/07	5 weeks
Purchase Orders between \$2,500 and \$25,000 (Supplies)	6/08/07	3 weeks

* ALT = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

Time Frame: Effective immediately. AFM, Support Center Managers are requested to provide a copy of this IM to all Zone Procurement and Budget Staff personnel.

Coordination: This IM was coordinated between the State Procurement Analyst and the Business Manager, WY-951.

Contact: Please direct questions to Susan Nagel, Procurement Analyst, at (307) 775-6056 , or Janet Edmonds, Business Manager, at (307) 775-6007.

Signed by:
Donald A. Simpson
Associate State Director

Authenticated by:
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Secretary (OA)